



Quick Guide for Submitters

Field	Description	Examples
Authors	All authors as listed on item. Entity primarily responsible for creating the content of the resource. Enter group or organization names in full, direct form. In the case of a hierarchy, list the parts from the largest to the smallest, separated by full stops. Full stops after initials.	Van Dijk, D. E. Nolte, Mirco Stellenbosch University. Faculty of Engineering. Dept. of Electrical and Electronic Engineering
Title	Title statement/title proper given to the resource. Title : sub-title. Spaces on either side of a colon for sub-titles. Start sub-title in lower case, unless it is a proper name. If resource does not have a title, create a title. Title must be as descriptive possible. If multiple files are being attached to one item and no collective title exists, create a collective title. No full stops at end of titles. Use sentence case – start title with a capital letter. Don't omit articles in English. Omit articles in Afrikaans or any other language.	Commercial biodiesel production in South Africa : a preliminary economic feasibility study The slum problems Portrait of Koos Kombuis
Other Titles	Varying (or substitute) form of title proper appearing in item, e.g. abbreviation or translation.	Title: Eight weeks Alternative: Ocho semanas Title: AMA newsletter Alternative: American Meteorological Association Newsletter
Date of Issue	Date of formal publication or distribution.	2009
Publisher	Entity responsible for publication, distribution, or imprint e.g. a person, organization, service. Contains information about digital publisher and original publisher. Omit articles, e.g. The, Die, 'n, etc.	Stellenbosch : University of Stellenbosch London : Sampson Low & Marston Elsevier South Africa. National Film Board A&C Black
Citation	Human-readable, standard bibliographic citation of non-DSpace format of this item. Use Harvard Reference Technique: http://www.lib.monash.edu.au/tutorials/citing/harvard.html Enter URL's beginning with: http:// *See below for Articles	Author, AA 2010, 'Title: sub- title', University of Stellenbosch, Stellenbosch.
identifier.govdoc Identifiers	A government document number.	956-F 1033 (MF)
identifier.isbn Identifiers	International Standard Book Number. Enter without hyphens or spaces.	0797211667
identifier.ismn	International Standard Music Number.	VM108 Vidmark

Identifiers		Entertainment 3891 Edition Peters
identifier.issn Identifiers	International Standard Serial Number. Enter with the hyphen.	0044-8399 (online) 0045-7648 (print)
identifier.other Identifiers	A known identifier type common to a local collection, e.g. a slide number. Also use for journal DOI (Digital Object Identifier)	10.1000/182
Type	Nature or genre of content of resource.	Animation Article: <i>E.g. postprint article</i> Book Book Chapter Dataset: <i>lists, tables, databases</i> Learning Object Image: <i>images and photographs of physical objects, paintings, prints, drawings, diagrams</i> Image, 3-D: <i>digital representations of 3-dimensional objects</i> Map Musical Score Plan or blueprint Preprint Presentation Recording, acoustical Recording, musical Recording, oral Software: <i>computer program e.g. C source file, MS Windows .exe, Perl script</i> Technical Report Thesis: <i>also use for dissertation</i> Video Working Paper Other: <i>e.g. inaugural addresses</i>
Language	Current ISO standard for language of intellectual content, including country codes (e.g. "en_US"). Language in which text is written or spoken language of an audio or video resource.	en_ZA af_ZA
Subject Keywords	Uncontrolled index term/ free language. Topic of the resource. Keywords, key phrases. Always start with a capital letter. Use sentence case. No full stops at end of subjects. It can be personal names, organizational names. Topics, places, genres, forms, events, etc. Assign specific keywords rather than general. Use the plural form. Add in language of resource, as well as in English.	Biodiesel Oil crop production in South Africa SEBP plant
Abstract	Abstract or summary of the resource. Where abstract is in Afrikaans and English, provide both. Where abstract was taken from e.g. publisher, acknowledge publisher. Table of contents.	ENGLISH ABSTRACT: AFRIKAANSE OPSOMMING: Where no abstract, type: No abstract available. E.g.: This article describes the work of the IFB Chaos

		Committee, including a summary of its major findings.
Sponsors	Information about sponsoring agencies, individuals, or contractual arrangements for the item.	Sponsored by the Centre for Renewable and Sustainable Energy Studies, Stellenbosch University.
Description	<p>Catch-all for any description not defined by qualifiers. E.g. graphical representation, free-text account of the resource etc. Use for any additional info. Enter descriptive text, remarks and comments about the digital object, e.g. missing pages, quality of scanning. Enter technical metadata. Abbreviations must be spelled out followed by the abbreviation in parenthesis the first time it occurs.</p>	<p>Thesis (PhD (Electrical and Electronic Engineering)) – University of Stellenbosch, 2010.</p> <p>41 leaves printed on both sides, contains 44 text-figures, numbered page 169 – 249. Includes bibliography. Digitized at 200 dpi greyscale to searchable pdf format (OCR), using an i1220 Kodak Scanner.</p> <p>Instructions for use: Unzip ppt file by using e.g. WinZip. Download from http://www.winzip.com/donwnwz.htm.</p> <p>12 A4 pages.</p>

*** Harvard Reference Style for Articles:**

Digitized article:

Parikh, M & Verma, S 2002, 'Utilizing Internet technologies to support learning: an empirical analysis', *International Journal of Information Management*, vol. 22, no.1, pp. 27-46.

Article from journal database:

Bennett, J 2003, 'Environmental values and water policy', *Australian Geographical Studies*, vol. 41, no. 3, pp. 237-250, <http://www.catchword.com/>

Otherwise as prescribed by publisher.